

**Willimantic Food Co-op
Meeting of the Board of Directors
November 4, 2021**

Directors Attending: Linda Brock, Kathleen Krider, Alice Rubin, Joanne Todd, Matthew Coolbeth, Natasha Sheer, Steve Bachiochi

Absent: none

Others Attending: Patty Smith, Roxana Mocanu (scribe).

Call to Order: 7:10 pm

Agenda Item	Resolution
Members Speak Out	
Members Speak Out: - None	<i>Action: none</i>
Consent Agenda	
<ul style="list-style-type: none"> • October Board Meeting minutes • Subcommittee reports: <ul style="list-style-type: none"> • correction to the Reincorporation report: Joanne is the lead, not Kathleen 	<i>Motion to approve the consent agenda: (Moved: Joanne; Second: Matthew.) All in favor. Motion approved.</i>
New Business	
GM Monitoring Report B.3: Financial Condition and Activities Q3 Discussion: <ul style="list-style-type: none"> • The sales growth trajectory looks good. • The overall margin is moving in the right direction. • How are the target margins set? • Packaged grocery margin is lower than the target due to increasing prices (cost of goods sold). The Management team has intentionally chosen to not pass on the full extent of the cost increase to our shoppers, thus resulting in lower margin. 	<i>Motion to approve Monitoring report B.3 (moved: Kathleen, second: Natasha, Alice abstains). Motion approved.</i>
BOD Monitoring Report D.7: Board Committee Principles	<i>Motion to approve Monitoring report D.7 (moved: Joanne, second: Matthew). Motion approved.</i> <i>Action: Linda to add a Calendar item to annually review and revise each committee's roles and responsibilities.</i>
Review of sample GM Search Committee charter <ul style="list-style-type: none"> • The charter specifies the duties (the charge) of the Search committee. • The search committee will come up with recommendations to bring to the Board. 	<i>Motion to approve the Search Committee Charter (moved: Joanne, second: Kathleen). Motion approved.</i>

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Board Recruitment Activities:

Brainstorming ideas for what the Board can feasibly do to facilitate face-to-face contact with the members.

- Board directors will volunteer as baggers at the cash registers during weekends over the holidays. This is an informal opportunity for the Board to connect with members.
- Add a “Participate” tab at the top of the WFC website - keep the content dynamic, up to date, inviting. Include a “contact us” button.
- Organize a Board Social in late January at the Keri gallery. Send personalized invitations (signed by the Board) to a random selection of members from the list provided by Patty and Alice. RSVP?
- Sending out a monthly email update to members?
- Print out cards to keep at the cash registers, inviting members to participate on Board subcommittees or on the Board. Add a card to each new member bag.

Action: Alice and Patty to put together a list of members the Board might want to approach regarding serving on subcommittees or the Board.

Action: Linda to send out a signup sheet for Board members who wish to volunteer as baggers.

Action: Natasha to add a statement to the Board recruitment package to specify that we encourage people of diverse identities to apply.

Action: Natasha to upload the new member materials to the Cloud.

Cooperative Values and Principles, Articulating principle #7: Concern for the Community

- Background: AmyK Studio has been contracted to create an educational campaign focused on the Cooperative Principles.
- Objective: to build engagement among the members; to highlight and communicate “the coop difference”, reinforcing the sense of belonging and why it matters.
- The seven cooperative principles are tightly interwoven, so it might make sense to address the last 3 principles together instead of trying to isolate #7.
- Examples of actions the Coop has taken, demonstrating concern for community:
 - Wooden Nickel program, benefitting WAIM, No freeze shelter, Holy Family Shelter, Soup kitchen.
 - Register roundup program
 - Polar Plunge event
 - Major donations
 - Click and Grow Windham
 - Willimantic Farmers Market
 - Supporting local vendors (by selling their products at the Coop)
 - Food for all program
 - Relationships to other cooperatives
 - Outreach to members: Downtown country fair, Coop Birthday party
 - The Coop as an employer: paying living wages
 - Coop as a business in Wimminatic: owning land, paying taxes, commitment to staying in Willimantic

Action: None

Holiday Party: at the Harp, in January

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Old Business	
Member application form: Linda sent out 2 sample member application forms.	<i>Action: Board members to email suggested changes to Linda.</i>
Vote on Executive Committee recommendation for General Manager Compensation Package (Employee Action 2021100701)	<i>Motion to approve the Employee action 2021100701 (motion: Joanne, second: Kathleen, Alice abstains). Motion approved.</i>
Board minutes: Action items Each Board member is responsible for reading the minutes and completing any action items assigned to them. Linda will also track action items.	<i>Action: Linda to track action items from the monthly Board minutes.</i>
Store Update	
<ul style="list-style-type: none"> • Some staffing changes. • Staff is dealing with supply chain issues. 	<i>Action: none</i>
Executive Session None	<i>Action: none</i>
Calendar Review	
Upcoming Trainings & Events <ul style="list-style-type: none"> • Nov 4, 11, 18, Dec 2 7:30-8:45pm: Columinate Finance Training for Directors (online) • Nov 7, 6:00-9:00pm: Columinate Cooperative Café (“Create meaning from the past year”) • Nov 13 11:00am-2:30pm: Columinate Virtual CBL 101 (online) 	<i>Action: Alice to review Monitoring report B.2 Financial Planning</i> <i>Action: Joanne to review BOD report D.8 Governance Investment</i>
Meeting adjourned	9:00 pm